

Job Posting for AlcheraBio, LLC

Position Title	Clinical Administrator
Days & Hours of Work	40 hours per week, office based in New Brunswick, slight travel up to 15%

Key Accountabilities:

Data Entry and Quality Control

- Follows established standard operating procedures and/or study specific data management plan using an internal database or electronic data capture system.
- Perform first and second data entry while utilizing science/veterinary background to ensure high quality of dataset.
- Oversee and perform QC by reviewing entries for accuracy and completeness versus hard copy case report form or copies.

Investigational Veterinary Product/Control Product (IVP/CP) Handling

- Oversee all aspects of IVP/CP inventory for specific project(s)
- Communicate directly with study Monitors and clinical site personnel regarding IVP/CP handling.
- Coordinate and maintain IVP/CP accountability.
- Write study specific IVP/CP labelling and handling procedures per Sponsor instructions.
- Assist with IVP/CP labelling, relabelling, packaging and repackaging.
- Complete regulatory and appropriate documentation for IVP/CP shipments; includes IVP/CP that may have special handling considerations (refrigeration, etc.).
- Organize international IVP/CP shipments with Sponsor and couriers, ensuring regulatory and country specifications are met.
- Ship IVP/CP to clinical sites.
- Perform final IVP/CP accountability and ship IVP/CP to Sponsor or designated company.

Study Support Tasks

- Assists Monitors and Project Managers with designated tasks (protocol/form development, SOPs, tables/listings for Final Study Report, etc.).
- May shadow and assist a Monitor with specific monitoring task during initiation, interim, and close-out visits.
- Maintain Central Files including organization and filing of documents on a regular basis.
- Scanning, bookmarking, and QC of documents to prepare for submission of study specific data.
- Work with Project Managers to determine study start up needs.
- Facilitate and create/QC of study materials, e.g., study notebooks, computer tablets, Owner folders, etc.
- Assists Monitors in preparation for site visits; may also accompany a Monitor during an on-site visit for administrative support
- Shipment of study materials, study documentation, electronic data, etc. to Sponsor at study completion.
- Provides miscellaneous administrative support, e.g. answering telephones, scanning documents, filing, FedEx shipments, photocopying, etc.

Qualifications	<ul style="list-style-type: none"> • Bachelor's degree, preferably in a scientific discipline • Good communication skills • Experience with medical/veterinary terminology • Able to work on a computer • Valid Driver's license and ability to travel
-----------------------	---

409 Joyce Kilmer Avenue, Suite 112
New Brunswick, New Jersey 08901

Knowledge/Experience	<ul style="list-style-type: none">• Accuracy and attention to detail is required• Position requires significant computer skills including the ability to use Microsoft Word, Excel, and Adobe Acrobat.• Comfortable in communicating with the team members and project managers via email, phone, and Skype• Strong problem-solving skills• Good organizational skills
-----------------------------	--

AlcheraBio LLC is a leading veterinary clinical contract research organization (CRO). Please visit www.alcherabio.com for additional information.

if you are interested in applying for this position or learning more about this position, please email all CVs to career@alcherabio.com.